Accept an IM request

Click anywhere on the picture display area of the IM request pane.

Diane Forsyth
is inviting you to a conversa...
Options ▼   Ignore

Set or change your presence

Presence lets other people see at a glance whether you and your contacts are currently available.

To change your presence, in the Lync main window, click the arrow next to your status, and then select a status from the list, such as **Do Not Disturb.**


Microsoft Lync

What's happening today?

Wildberger, Rebecca (HR
Available ▼

- Available
- Busy
- Do Not Disturb
- Be Right Back

Find a co
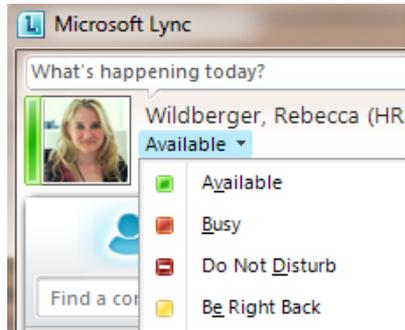
Accessing Lync Remotely

Website: https://webim.nih.gov

To Sign in enter HRSA\username (e.g. HRSA\dwidmer) and your network

password. (Not Your PIN)
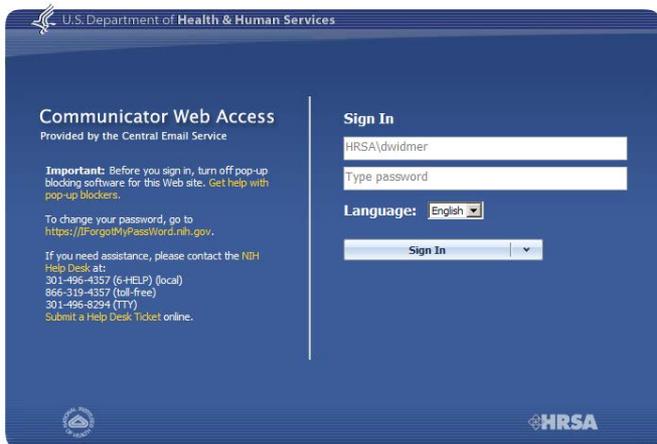
Lync 2010 Quick Reference
IM, Presence, and Contacts

Launching Lync

You are automatically signed into Lync when you log in. To launch Lync, double click on the Lync Icon which is located on the right hand side of your task bar.

Lync - Signed in (Available)

12:37 PM
3/6/2014

Find someone

The quickest way to find someone via Lync is to start a search by typing the person's name, phone number, or IM address in the Search box on the Lync main window. The results display automatically.

Pape, Nabilah (HRSA) [C]
Available ▼
Set Your Location ▼

Widmer

Search Box

Widmer, Diane (HRSA) (Contacts) - Available
ITR, OO
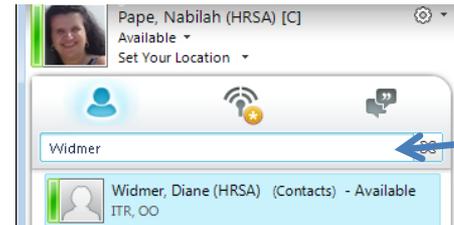
Add a contact

Your Contacts list simplifies your communications and lets you see presence and contact information for the people most important to you. Add to it anyone – inside or outside your organization – you expect to be interacting with regularly. To add a contact:

1. Using Lync search, locate the person you want to add. (See previous section.)

2. **Right-click** the person's listing in the search returns.

3. Click **Add to Contact List**.

4. Click a group to add your new contact to.

Add to Favorites

Add to Contact List   ▶

Tag for St

Change P

See Cont

My Team

New Group

Other Contacts

Regional Sales
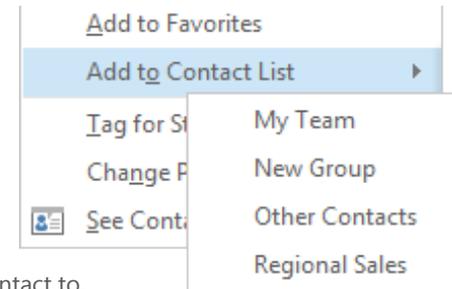
Create a group

You can set up a group for each team you work with so that you can see at a glance who is available at any given time or communicate with the entire team at once. To create a new group:

1. In the Lync main window, click Groups.

2. Then right-click on any headings for your other groups.

3. A new window will open, click on **Create New Group.**

4. In the New Group area that is created, type a name for your new group.
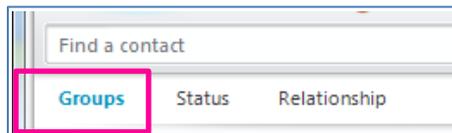
To add contacts, drag from another group or add from search.

Send an IM

Use instant messaging (IM) to get in touch immediately with your available contacts.

1. In the Lync main window, click the name or pause on the picture of the contact**.** (If you want to IM more than one contact, hold down the Ctrl key, and click each contact that you want to reach.)

2. Then Double Click to open the IM window.

3. Type your message in the message input area at bottom of the IM window, and then hit **Enter**.

Find a previous IM conversation

Lync automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you may have missed:

1. Click the Conversations tab (on the Lync main window above the Search box), then click **All** or **Missed**.

2. An Outlook window will open displaying a list of your IM conversations. Double-click the conversation that you want to view or resume.

Sharing Desktop

Lync allows you to share your desktop.

1. Right-Click on the name tab of the person you want to share your Desktop and select **Share.**

2. A new window opens asking what Monitor you want to share; if you only have one, it will say **Desktop.**
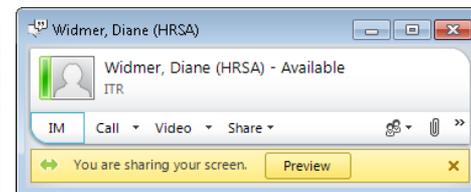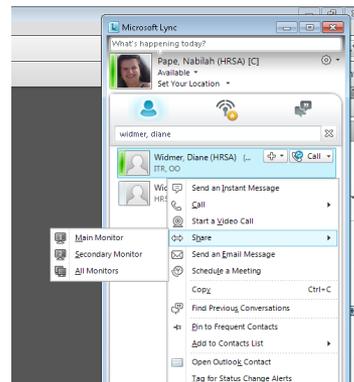
3. At the top of your screen, you will see the screen below. This will give you the ability to **Stop Sharing** or **Give Control** to the other person.

Schedule an Online Meeting

The Online Meeting Add-in for Microsoft Outlook is installed automatically when you install Lync . Use one of the following options to schedule an online meeting:

On the Home tab in Outlook

1. Click Online Meeting
2. Go to Calendar View In Outlook
3. Click New Online Meeting on the
4. Outlook Ribbon
5. Schedule your meeting